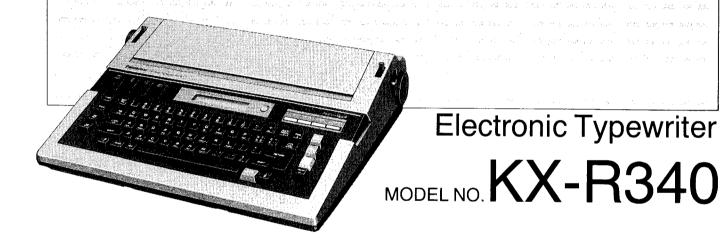
Panasonic 537





Thank you for your purchase of the Panasonic Electronic Typewriter KX-R340.

WARNING: TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

The serial number of the unit may be found on the label at the right side of the unit when the Top Cover is opened. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase or for future reference.

MODEL NO. KX-R340	
SERIAL NO.	
NAME OF DEALER	
DATE OF PURCHASE	

Accessories (included)

Make sure that the following parts have been included with the unit.

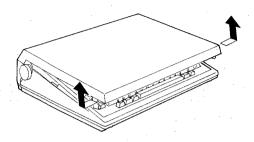
•Ribbon Cassette	• Daisywheel
(installed on the carriage)	(installed on the carriage)
• Correction Tape 1	•AC Power Cord
(installed on the carriage)	• Operating Instruction Manual
	• Hard Cover

Any details given in these Operating Instructions are subject to change without notice.

Precautions

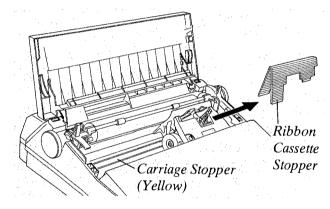
(Be sure to read this section before operating this unit.)

To use the unit, first remove the Hard Cover us shown in the figure.



•After confirming that the **POWER** switch is turned off, open the Top Cover and remove the Ribbon Cassette Stopper installed on the Ribbon Cassette and the Carriage Stopper installed on the carriage shaft.

Be sure to keep these stoppers so the unit can be transported safely, if the need arises.



•When you transport or ship the typewriter, be sure to position the carriage at the far right of the unit, and insert the Carriage Stopper and the Ribbon Cassette Stopper.

Cautions

• Do not place your typewriter where it is exposed to direct sunlight, heat or intense vibration.



• Do not allow any foreign matter to enter the interior of the typewriter or get between the keys. Be especially careful of metal objects.



• To prevent electric shock, do not remove screws. No user serviceable parts inside.



• Use only soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases or electronic circuitry.



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Chapter 2 BASIC OPERATIONS 2-1 USING THE TYPEWRITER 16-29 (a) Procedure for Typing 16 (b) Margin Formats 16 (c) Hot Zone 18	 ② Using the Display
Chapter 3 MEMORY 3-1 MEMORY 32 3-2 PHRASE MEMORY 32–36 (a) To Store Information in the Phrase Memory 33 (a) To Print from the Phrase Memory 33 (c) To Stop Printing in the Middle of a Phrase 34	D To Modify a Phrase
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 ① Decimal Tabulation	\mathbb{N} Permanent Hyphen 28 \mathbb{O} Permanent Space 28 \mathbb{P} Caps Lock 28 \mathbb{O} Micro-Pitch Spacing 29 \mathbb{B} Half Space 29 \mathbb{S} Typing Impression Control 29 2-2 AUTO COLUMN 30, 31
 ⑦ To Stop Printing in the Middle of a Text	① To List Texts on the Display
D Block Move, Copy and Delete45To Rename a Text47	® To Store Information with No Print 52

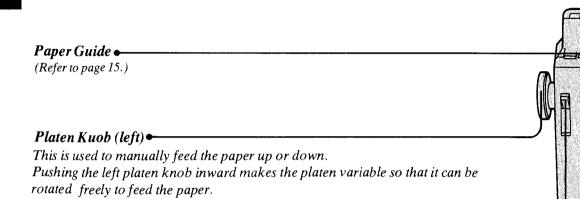
1-1 NAMES AND OPERATION OF THE KX-R340 PARTS

A

Paper Sapport •

Main Parts

Plateu •____



Paper Bail Lever •-

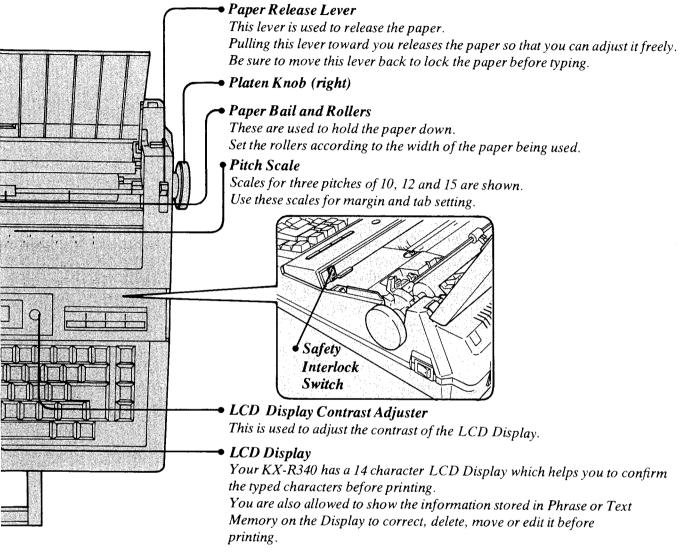
Pulling this lever moves the Paper Bail away from the Platen to make a paper insertion easy.

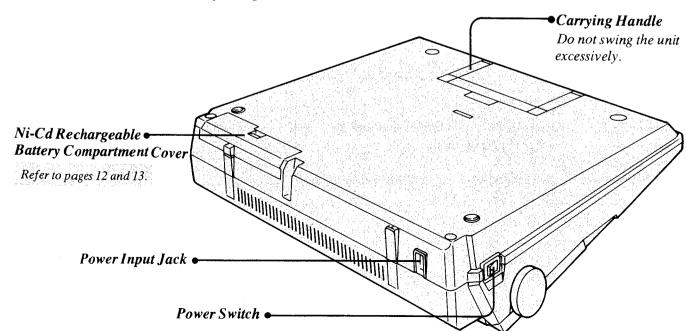
Top Cover

The cover must be opened when you change the daisywheel, ribbon cassette or correction tape. It activates the Safety Interlock Switch so that the carriage will move to the center of the machine and stop when it is opened.

• Carriage

The ribbon cassette, correction tape and daisywheel are installed on the carriage.





Typing Mode Selector (TPWR • $L/L \cdot JUST$) •

Typewriter (TPWR) Mode

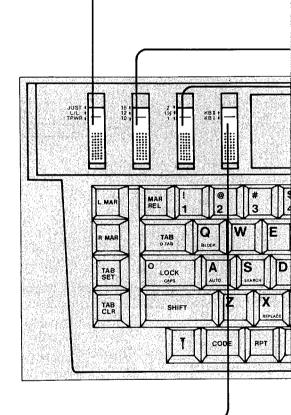
The characters entered will be printed immediately. You can set the margins and tabs in this mode. You can select either NORM or AUTO Carriage Return in this mode by depressing CODE + A.

Line by Line (L/L) Typing Mode

When character keys are depressed, the respective characters appear on the Display and can be edited (inserted, deleted, corrected) on the Display before they are printed. You can select either NORM or AUTO Carriage Return in this mode. To print a line which does not reach the right margin or "Hot Zone", depress the RETURN key.

Justify (JUST) Printing Mode

The typed characters will first appear on the Display at which time the characters can be edited before they are printed. When the characters exceed the right margin, the KX-R340 will start printing the line up to the last word within the right margin, aligning the last character of each line at the right margin and returning the carriage automatically. To print a line which does not reach the right margin, depress



Keyboard Selector (KBI • KBII) •

the RETURN key.

This selector is used to differentiate between the characters and symbols contained in each key.

KBI..... The characters and symbols on the left side of Shift, KBII Shift, KBI the key can be typed. No shift, KBII No shift, KBI

KBII The characters and symbols on the right side of the key can be typed.

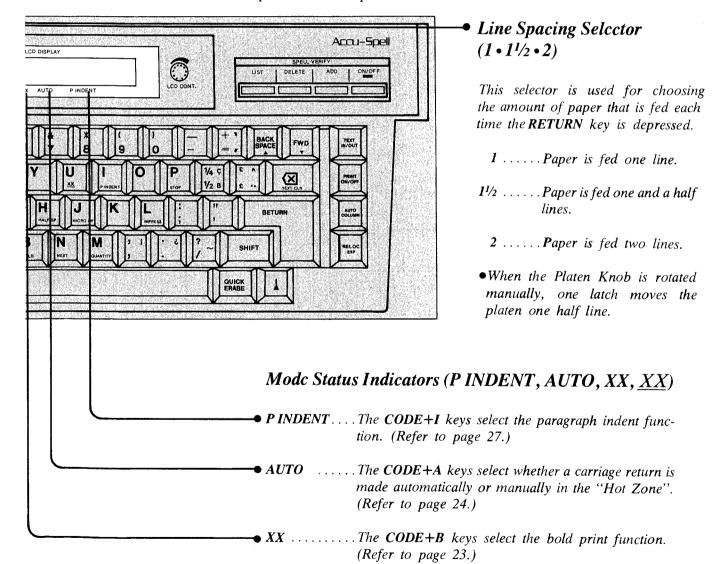
•"Dead" keys These five accent symbols (" ´ ` ^ -) can be used only with other characters. They will not be printed until the character, which is to fall below, is depressed.

ÄËÏÖÜ äëïöü áéíóú ÁÉÍÓÚ àèlòù ÀÈÌÒÙ âêîôû ÂÊÎÔÛ ãõñ AON

◆ *Pitch Selector* (10 • 12 • 15)

This selector should correspond with the pitch of daisywheel in the machine.

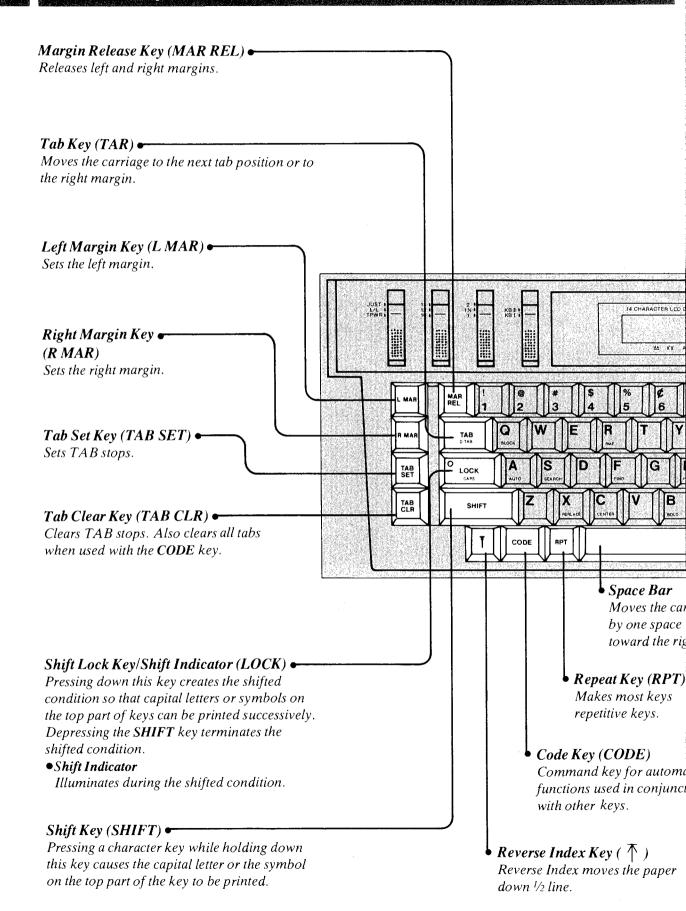
- 10 10 characters per inch (2.54 cm) or 100 characters per line can be printed.
- 12 12 characters per inch (2.54 cm) or 120 characters per line can be printed.
- 15 15 characters per inch (2.54 cm) or 150 characters per line can be printed.

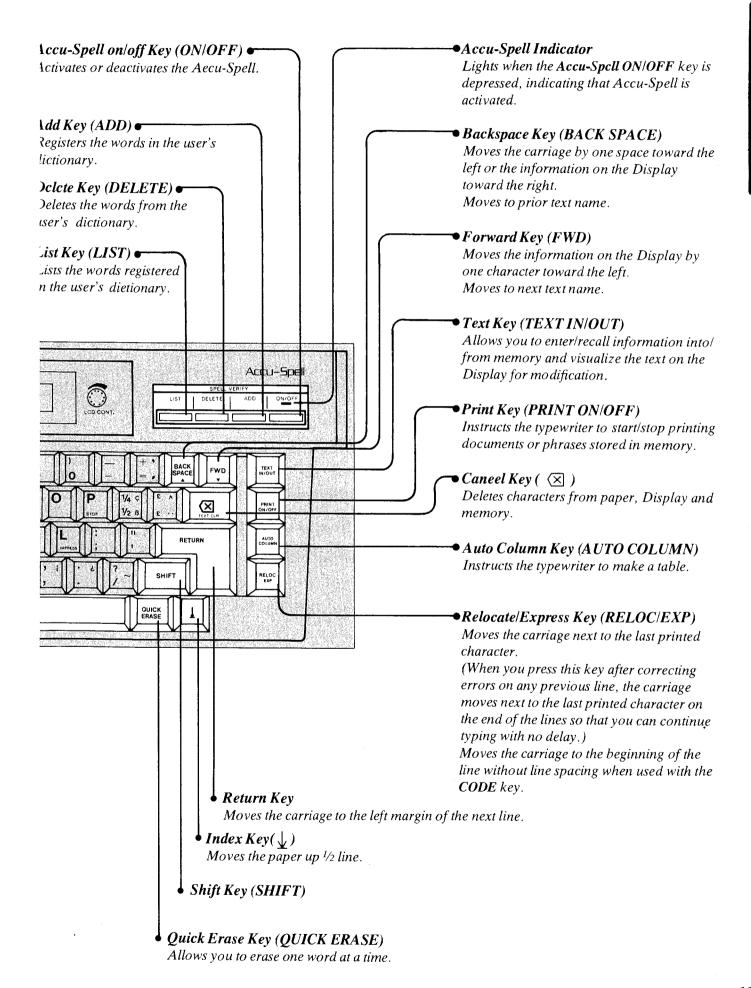


ullet XXThe CODE+U keys select the underlining function.

(Refer to page 23.)

C Function Keys





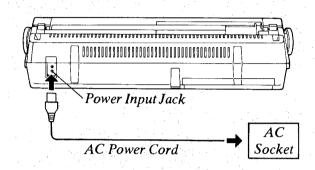
1-2 POWER SUPPLY

A Using Household AC Power

- Caution

Power source voltage of this unit is listed on the nameplate. Do not fail to plug into the right voltage.

Connect the AC Power Cord to the Power Input Jack on the unit and the household AC Socket.



•When you will not be using the typewriter for a long period, unplug the POWER cord after turning off the POWER switch. About 3 watts are consumed even while the POWER switch is turned off.

B Battery

The Panasonic KX-R40 Ni-Cd Battery Pack (optional) can be charged by inserting it into the Ni-Cd Rechargeable Battery Compartment and connecting the AC Power Cord (included).

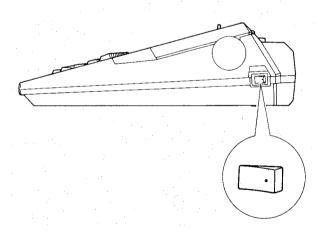
- Caution -

- •Before using the Ni-Cd Battery Pack for the first time, be sure to charge it.
- The time required to fully charge the Ni-Cd Battery Pack is about 12 hours.
- The **POWER** switch must be turned on to charge the Ni-Cd Battery Pack. The Battery Pack cannot be charged while printing.
- •Do not charge the battery continuously for a longer than one day.
 - Overcharging will not only reduce performance of the Ni-Cd Battery Pack, but may shorten its life as well
- •If the Ni-Cd Battery Pack quickly runs down soon after it has been completely charged, it has reached the end of its life. In this case, replace the Ni-Cd Battery Pack with a new one.
- The Ni-Cd Battery Pack will discharge naturally even when it is not used.
- To prevent deterioration of the batteries, it is recommended that you use the Ni-Cd Battery Pack at least once or twice every three months.

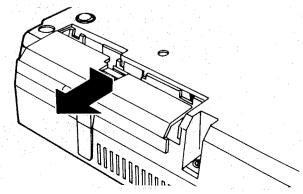
- Do not store the Ni-Cd Battery Pack in areas prone to high-temperature or high-humidity.
- •Charge the Ni-Cd Battery Pack within an ambient temperature range of 32°F (0°C) to 104°F (40°C). If you charge the Ni-Cd Battery Pack outside this range, the performance of the Ni-Cd Battery Pack may be reduced or, in extreme cases, it may be completely impossible to charge it.
- •Do not under any circumstances use any Ni-Cd Battery Pack other than the specified type (KX-R40).
- Do not, under any circumstances, disassemble or modify the Ni-Cd Battery Pack.
- ●Do not short circuit the Ni-Cd Battery Pack.
- •Do not apply shock to the Ni-Cd Battery Pack or drop it.
- •Do not, under any circumstances, pull the connecting cord hard or splice the wires.
- •If the Ni-Cd Battery Pack is damaged and electrolyte (dilute sulfuric acid) gets onto skin or clothing, wash it away immediately using a large quantity of water.

Charging Method

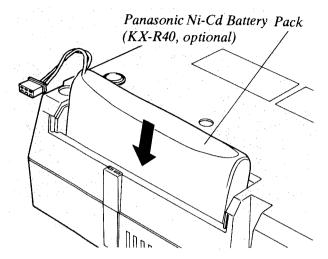
1 Turn the POWER switch off.



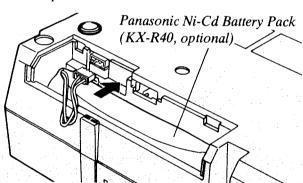
2 Open the Ni-Cd Rechargeable Battery Compartment Cover.



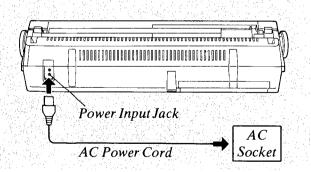
3 Insert the Ni-Cd Battery Pack.



4 Plug the connector of the Panasonic KX-R40 Ni-Cd Battery Pack to the terminals inside the Ni-Cd Rechargeable Battery Compartment of the main unit. Close the Ni-Cd Rechargeable Compartment Cover.



5 Connect the AC Power Cord (included) as shown in the figure.



6 Turn the POWER switch "ON" to start charging.

C Weak Battery

The Display will start flashing to let you know the battery is almost dead.

When this occurs, charge the battery using the AC Power Cord.

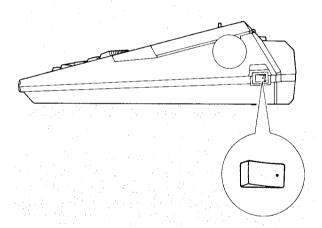
When the **POWER** switch is turned on, if the battery is dead, the Display will show:

WEAK BATTERY!

Even after the AC Power Cord is connected, the Display may keep flashing for a while.

D Power Switch

When the **POWER** switch is set to "ON", the carriage will move to the left margin which was last set. The unit is now ready for typing.



E Memory Back-up Function

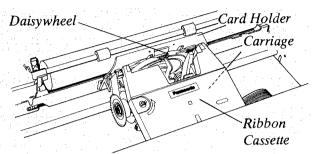
The following will be stored even after the **POWER** switch is turned off:

- •Stored Text
- \bullet Tabs
- •Stored Phrase
- •Stored Dictionary
- Margins

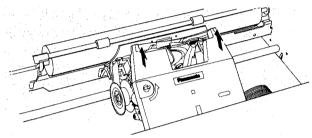
The built-in lithium battery that is used to retain these functions can be used for about 5 years.

1-3 CHANGING THE RIBBON CASSETTE

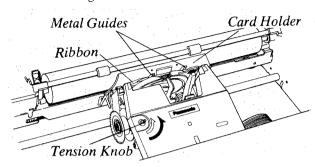
When you lift the Top Cover, you will see the carriage, ribbon cassette and daisywheel.



2 Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove.



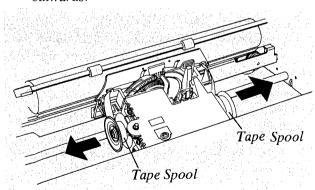
3 To insert a new cassette, place the back end of the cassette on the cassette holder on the carriage and snap the front portion of the cassette onto the carriage.



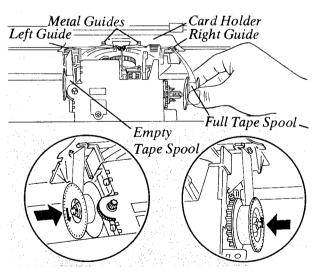
4 Advance the tension knob on the cassette counter-clockwise until the ribbon slack is tightened.

1-4 CHANGING THE CORRECTION TAPE

I To replace the correction tape, lift out the typing ribbon cassette (see "1-3 CHANGING THE RIBBON CASSETTE") and remove the two spools of the lift-off tape by pulling them outwards.



Place the empty spool of new tape on the left pin so that the tape winds counter-clockwise. Place the tape around the left guide and behind both metal guides. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds counter-clockwise.



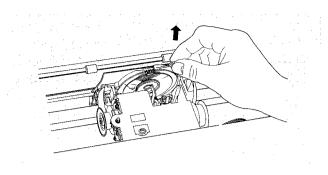
- Manually turn the left-hand spool in the counterclockwise direction, tightening the tape until resistance is felt.
- 4 Replace the typing ribbon cassette.
 - After exchanging the correction tape, confirm that the correctable side of the tape faces toward the platen.

1-5 CHANGING THE DAISYWHEEL

To remove the daisywheel, you do not have to remove the ribbon cassette.

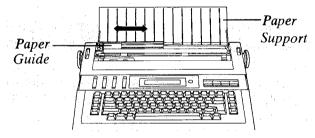
You will see a green lever on the right side of the carriage. Pull this lever toward you and lift out the plastic cartridge of the daisywheel.

To insert the daisywheel, place the plastic cartridge in the carriage with the characters facing toward the platen. Push the green lever back into position.

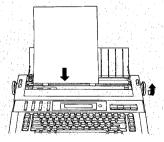


1-6 INSERTING THE PAPER

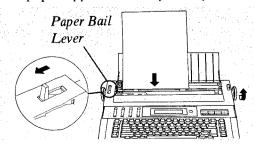
1 Open the Paper Support and position the Paper Guide for the size of the paper you are using. (The Paper Guide is on the Paper Support and permits lateral sliding.)



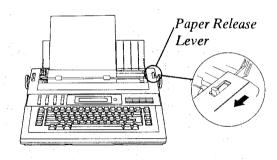
2 Insert the paper straight under the back of the Platen.



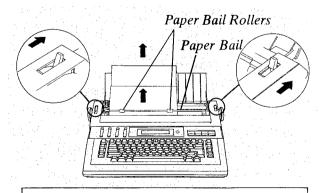
3 Pull the Paper Bail Lever towards you. While keeping the left edge of the paper in line with the Paper Guide, turn the Platen Knob until the paper appears at the front of the Platen.



4 Feed the paper underneath the Paper Bail, pull the Paper Release Lever, and adjust the paper.



5 Return the Paper Release and the Paper Bail Levers to their original positions and then position the Paper Bail Rollers to hold down the paper.



Proper printing and correction will not be possible if there is any slack in the paper. Hold the paper by the top edges and pull up to remove any slack.

2-1 USING THE TYPEWRITER

This section introduces you to the fundamental operations of the Panasonic KX-R340. Read through it and do the exercises to familiarize yourself with each operation.

A Procedure for Typing

- I Open the Top Cover and confirm that the ribbon cassette, correction tape and daisywheel are properly installed on the carriage.
 - •Confirm that the Pitch Selector is set to the pitch of the daisywheel you are using.
- You have a choice to use either the AC Power Cord (included) or the Ni-Cd Battery Pack (optional) as a power source.

Refer to pages 12 and 13.

3 Turn ON the **POWER** switch. The KX-R340 remembers the last margin format you used and moves the carriage to the left margin.

The Display shows the indicator arrow and the number of characters available on the writing line.

◀100

4 Insert the paper behind the platen and rotate the platen knob to feed the paper to the desired position.

Now you can begin typing.

5 Type the following characters.

Typewriter

- •When the Typing Mode Selector is on the "TPWR" position, the characters will be printed on the paper immediately.
- •When the Typing Mode Selector is on the "L/L" or "JUST" position, the characters will appear on the Display. Depress the RE-TURN key to print them.
- The characters will be printed on the paper as follows.

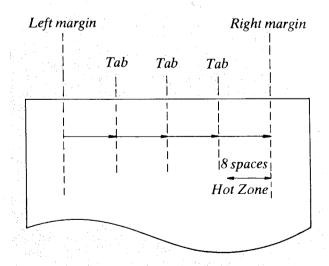
Typewriter

You will now learn how to use the typewriter to perform simple operations.

Read the following descriptions thoroughly in order to make the most use of the splendid functions of the KX-R340.

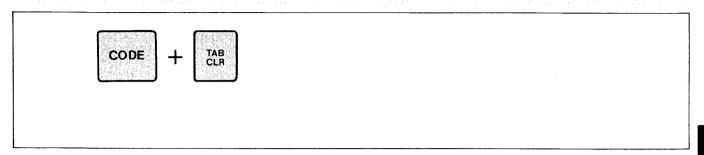
B Margin Formats

When you turn ON the **POWER** switch, the margin format (margins and tabs) you used last will be automatically set.



If you want to change this margin format, simply do the following:

To Clear Tabs

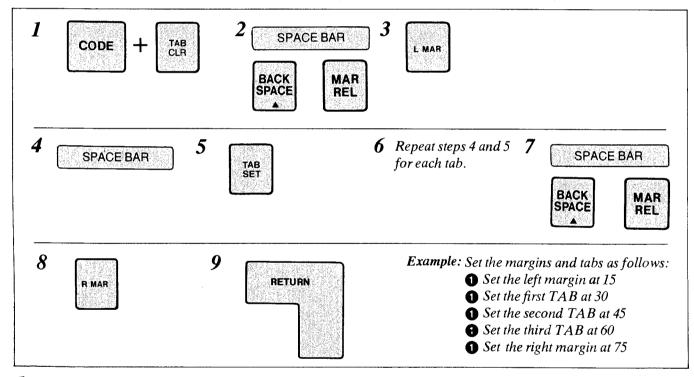


Depress the CODE+TAB CLR keys.

The carriage moves to the left margin and clears the all tabs.

•Should you want to change a TAB stop, depress the TAB key to move the carriage to the tab position to be cleared, and depress the TAB CLR key. To set a TAB, depress the TAB SET key at the desired position.

To Set Margins and Tabs



- I Clear the eurrent tabs.
 Refer to "To Clear Tabs".
- 2 Depress the SPACE BAR or the BACKSPACE key to move the carriage to the desired left margin position. If necessary, depress the MAR REL key to by-pass a previously set margin.
- 3 Depress the L MAR key to set the left margin.
- 4 Depress the SPACE BAR until you reach the first desired TAB stop.
- 5 Depress the TAB SET key to set the first TAB stop.

- 6 Repeat steps 4 and 5 for each required TAB stop. Remember that the maximum number of tab stops is 13.
- Depress the SPACE BAR or the BACKSPACE key to move the carriage to the desired right margin position. If necessary, depress the MAR REL key to by-pass a previously set margin.
- 8 Depress the **R MAR** key to set the right margin.
- 9 Depress the RETURN key to move the carriage to the left margin on the next line.

C Hot Zone

The "Hot Zone" represents the number of spaces between the bell and the last character at the right margin. When the carriage enters the "Hot Zone", you will hear the bell which indicates that the right margin is approaching. (It is pre-programmed in the machine at 8 spaces from the right margin. Refer to page 16.)

D Using the Display

The KX-R340 has a 14 character Display which acts as an operator prompt, allowing you to correct, edit, move or delete information.

When typing, most errors are "felt" by the operator. Through the use of the Display, you can check if there are errors and correct them before they are printed.

In order to activate the Display, your Typing Mode Selector must be in the "L/L" or "JUST" position.

Display Messages

The Display will give you certain messages to guide you through your projects. As you proceed through the exercises in this manual, these messages will become second nature to you.

(On p. 58 and 59 you will find a listing of all the display prompts on the KX-R340.)

Display Symbols

As you begin the exercises, you will see various symbols on the Display. These symbols indicate eertain functions and are listed below to help you understand what you are seeing.

You are not expected to memorize these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your KX-R340 to perform.

Indicator Arrow Manual Return Beginning of Text **Bold Mode Start** Bold Mode End Bold Print is in operation No Print Centering Decimal Tabulation Stop Code RRight Margin Flush M Manual Correction Index Command Reverse Index Command Half Space Micro-Pitch Spacing Open/Close of Block Move, Copy or Delete Paragraph Indent 井

Temporary Hyphen

Underline Mode Start

Underline Mode End
Underline is in operation

Underline are in operation

Permanent Space

Tab Command

Bold Print and

Text Mode

+

7

E INDEX (\downarrow) and REVERSE INDEX (\uparrow)

1 *Type*.

2

Type.

 $\frac{3}{4}$

4 Continue typing.

The INDEX $(\underbrace{\downarrow})$ key allows you to move the paper $\frac{1}{2}$ line toward the bottom of the page. The REVERSE INDEX $(\overbrace{\uparrow})$ key allows you to move the paper $\frac{1}{2}$ line toward the top of the page.

These keys are used for the typing of superscripts (e.g. 10^3) and subscripts (e.g. log_101000). You will also use them for manual correction.

The 4th of July is Independence Day.

- To type this sentence, you would first enter "The 4" and then:
- 2 Depress the REVERSE INDEX (♠) key and type "th".
- 3 Depress the INDEX (\downarrow) key to reposition the carriage on the actual typing line.
- 4 Continue typing.

F Correction

To Correct Errors on the Paper

1



2 Type the correct characters.

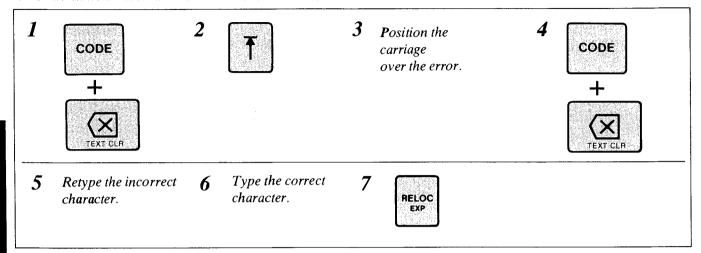
3 RELOC

The Panasonic KX-R340 has a one line correction memory so you can delete the characters on the current line automatically with one simple operation.

- 1 To erase the last printed character on the line; Depress the CANCEL ((X)) key to "lift" the incorrect character off the paper. If you depress the CANCEL key again or the RPT key the next character will be erased.
 - •To erase characters towards the beginning of the line, depress the CODE+RELOC keys, the SPACE BAR or the BACKSPACE key and position the carriage so that the character to be erased is aligned between the two vertical lines on the top of the Card (Plastic) Scale. Depress the CANCEL (⋈) key.

- 2 Type the correct characters.
- 3 Depress the RELOC key after making the correction to move the carriage back to the end of the line.

To Make Manual Corrections on a Previous Line



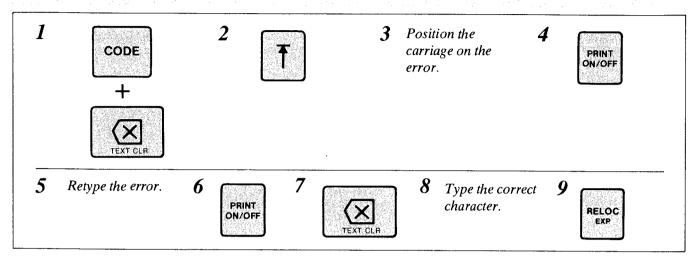
To erase eharacters on previous lines:

- 1 Depress the CODE+CANCEL (⟨X⟩) keys. This instructs the KX-R340 to enter the Manual Correction Mode. The carriage will automatically move to the left margin to allow you to begin making corrections.
 - •The Display will show the symbol "M".
- 2 Depress the REVERSE INDEX (\(\bar{\Lambda}\)) key to position the carriage on the line with the error.
- 3 Depress the SPACE BAR, TAB, CODE+H, CODE+J or BACKSPACE key to position the carriage over the error.

- **4** Depress the CODE+CANCEL (⋈) keys.
- 5 Retype the incorrect character.
 This will lift the character off the paper.
- 6 Type the correct character.
 - •Repeat steps 2–6 to correct errors on other line.
 - Repeat steps 3-6 to correct the next character to the left.
- 7 Depress the RELOC key.

 This will position the carriage to the end of the last line.
 - The symbol "M" will disappear from the Display.

No Print When Making Manaal Corrections



The PRINT key may be used to make manual corrections.

This feature is especially helpful when correcting in the Justify Printing Mode or making many corrections successively.

- 1 Depress the CODE+CANCEL ((X)) keys.
 The carriage will automatically return to the left margin.
 - The Display will show the symbol "M".
- 2 Depress the REVERSE INDEX (♠) key to position the carriage at the beginning of the line on which the correction is to be made.
- 3 Depress the SPACE BAR, TAB, CODE+H, CODE+J or RACKSPACE key to position the carriage on the error.
- 4 Depress the PRINT key. The Display will show:



5 Retype the error.

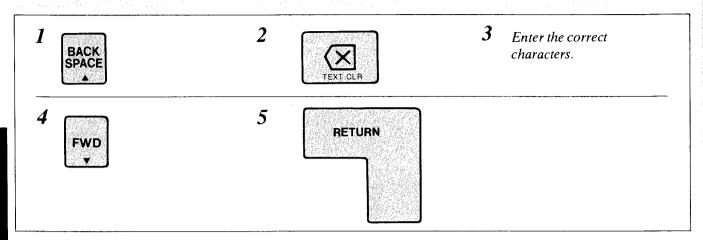
This information has now been entered back into memory but has not reprinted on the paper.

- 6 Depress the PRINT key.
- 7 Depress the CANCEL ((X)) key to delete the entered characters.
- 8 Type the correct character.
 •Repeat steps 2–8 for each error to be corrected.
- 9 Depress the RELOC key. This will position the carriage to the right of the character printed last before correction.
 - •The symbol " M" will disappear from the Display.

In the Justify Printing Mode:

- Perform the steps 1-2.
- Depress the **PRINT** key.
- •Retype the entire line with the error, and continue typing the line until the carriage reaches the right margin. It is necessary to type beyond the error line so that the typewriter can perform its justification.
- •Depress the BACKSPACE or SPACEBAR to position the carriage on the error.
- Depress the CANCEL ($\langle \times \rangle$) key to delete the error.
- Type the correct characters.
- Depress the PRINT or RETURN key.

To Make Corrections on the Display



Move the Typing Mode selector to "L/L" or "JUST".

This will activate the Display.

As you type, the descending line counter will count down for each character key depression, letting you know how many more characters may be entered on the current line.

Enter the following information including the errors. Do not depress the RETURN key at the end of the line.

"Errors are corrected before tehy are printed on paper."

The Display will show:

nted on paper. ◀ 6

1 Depress the BACKSPACE key to position the error to the left of the indicator (◄).

ted before teh ◀29

2 Depress the CANCEL (⋈) key to delete the incorrect characters.

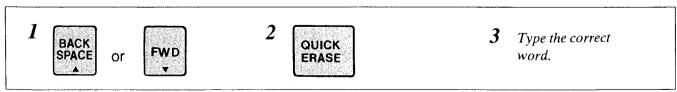
ected before t ◀ 31

3 Enter the correct characters.

ted before the **◄** 29

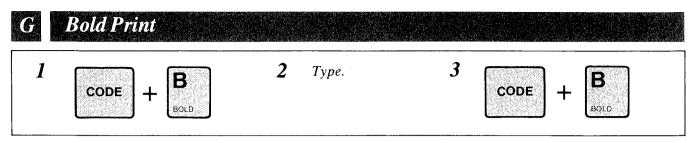
- 4 Depress the FWD key to move toward the next error or to the end of the line.
- 5 Depress the **RETURN** key to print the information you have typed.
- •If the error is located toward the beginning of the line, you may use the CODE+RELOC keys instead of the BACKSPACE key. To reposition the carriage at the end of the line, use the RELOC key instead of the FWD key.

To Erase one Word at a Timc



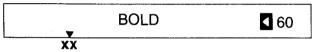
The QUICK ERASE key may be used to speed up correction by correcting one word at a time.

- 1 Depress the BACK SPACE key or the FWD key to locate the desired position.
- •If you have depressed the SPACE BAR after typing an incorrect word, make sure to depress the BACK SPACE key before depressing the QUICK ERASE key.
- 2 Depress the QUICK ERASE key.
- **3** Type the correct word.



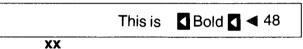
You can instruct the KX-R340 to "highlight" certain words or characters for emphasis by using the bold print function.

1 Depress the CODE+B keys.
The Display will show:

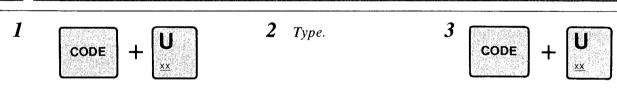


• The mode status indicator of "Bold" is displayed.

- 2 As you type the characters, they will be printed in bold face.
- 3 Depress the CODE+B keys again to deactivate the command.
- •When the Typing Mode Selector is on the "JUST" or "L/L" position, the symbol " ■" is displayed in front of and the symbol " ■" is displayed behind the characters to be bold.







You can instruct the KX-R340 to "underline" certain words or characters for emphasis using the underlining function.

1 Depress the CODE+U keys. The Display will show:



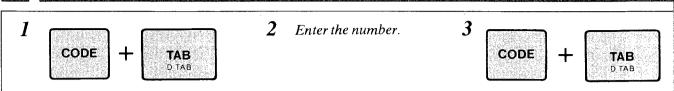
- The mode status indicator of "Underlining" is displayed.
- 2 Enter the information. All characters and spaces will be underlined.

- **3** Depress the CODE+U keys again to deactivate the command.
- •When the Typing Mode Selector is set to "JUST" or "L/L", the symbol "▶" is displayed in front of and the symbol "◄" is displayed behind the information to be underlined.

<u>►</u>Underline<u></u> **4**51

•When the Bold Print command is set together with Underlining, the symbol " will be shown on the Display.

I Decimal Tabulation



You may use the CODE+TAB keys in place of the TAB key when typing statistical formats.

The typewriter will automatically align decimal points at the preset tab stops and eliminates the need to space to the correct starting position in a column. This function also can be used when typing formats which include characters.

1 Depress the CODE+TAB keys.
The carriage will move to the first TAB position and the Display will show:

D ◀ 45

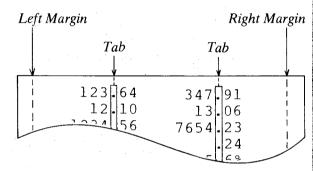
2 Enter the numbers and decimal point. The entry can be seen on the Display.

D 123.64**◄**42

3 Depress the CODE+TAB keys.

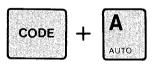
The first column will be printed so that the decimal point is positioned on the tab stop and the carriage will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.



- After entering the last number, depress the **RETURN**, **TAB** or **PRINT** key to execute printing.
- To terminate the Decimal Tabulation command, while " □" is on the Display as shown in steps 1 and 2, depress the CANCEL (∑) key.

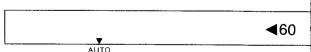
J Carriage Return (NORM • AUTO)



The CODE+A keys select whether a carriage return is made automatically or normally in the "Hot Zone".

NORM Printing stops at the right margin.

AUTO.... When a character after entering a "Hyphen" or "Space" is entered within the "Hot Zone", the carriage automatically returns to the left margin or the paragraph indent position of the next line.

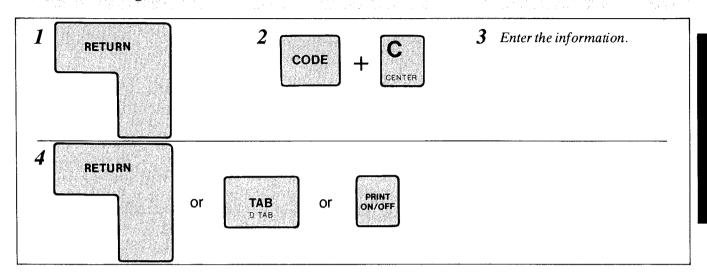


•When the Automatic Carriage Return Mode is set the status indicator is displayed.

Centering

Your KX-R340 has three ways to center information; between margins, between tab stops and over a specified point.

Between Margins



- 1 Depress the RETURN key to position the carriage at the left margin.
- 2 Depress the CODE+C keys to move the carriage to the center of the margins. The Display will show:

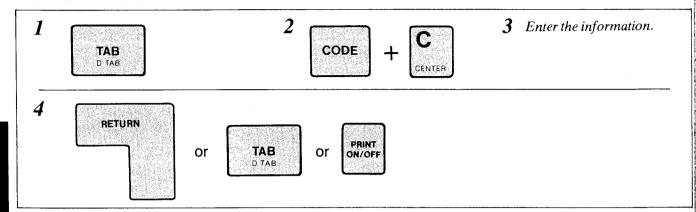


3 Enter the information to be centered. The characters will appear on the Display.



- 4 Depress the RETURN key, the TAB key or the PRINT key. The information entered will be printed between the margins and the Centering command will be deactivated.
- •When the indent function is in operation, centering is performed between the indented position and the right margin.

Between Tab Stops



- 1 Depress the TAB key to position the carriage at the left tab position of the column you want to center in.
- 2 Depress the CODE+C keys. The Display will show:



3 Enter the information to be centered. The typed characters will appear on the Display.

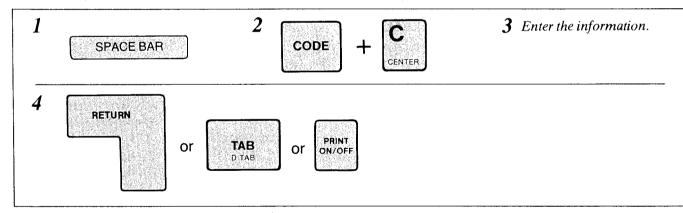


4 Depress the RETURN key, the TAB key or the PRINT key.

The information will be printed between tab stops and the Centering command will be

deactivated.

Over a Specified Point



- 1 Depress the SPACE BAR to move the carriage to the desired position.
- 2 Depress the CODE+C keys. The Display will show:

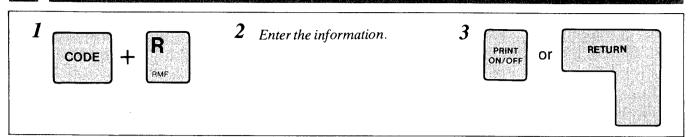


3 Enter the information to be centered. The characters will appear on the display.



4 Depress the RETURN key, the TAB key or the PRINT key. The information will be printed and the Centering command will be deactivated.

L Right Margin Flush



This command instructs the typewriter to print the information with the last character of each line aligned at the right margin.

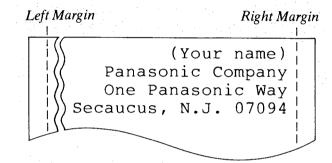
You can use this function to conveniently type dates or addresses.

1 Depress the CODE+R keys to move the carriage to the right margin. The Display will show:

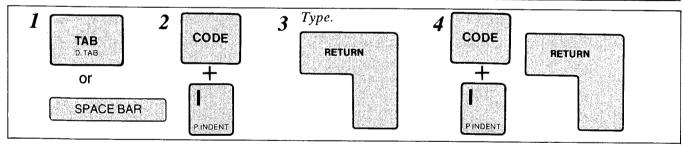


2 Enter the information.
The information will be shown on the Display.

3 Depress the **PRINT** or **RETURN** key. The characters will be printed with the last character Right Margin Flush. The command will then be deactivated.



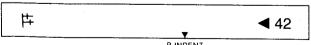
M Paragraph Indent



This command provides you with the ability to set a temporary left margin and eliminates the need to position the carriage to an indented location on every line.

- 1 Depress the TAB key or the SPACE BAR to move the carriage to the desired indented position.
- 2 Depress the CODE+1 keys.

 This sets the indented (temporary left margin) position. The Display will show:



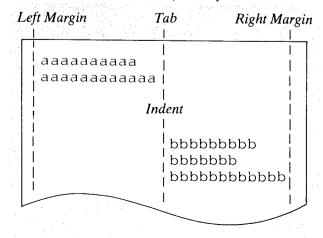
- The mode status indicator of "Paragraph Indent" is displayed.
- 3 Type the characters.

 Depress the RETURN key to move the carriage to the indented position on the next line.

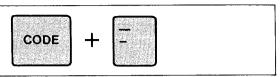
 Continue typing.

4 Depress the CODE+1 keys again to deactivate the command.

The carriage will move to the original left margin when the RETURN key is depressed.



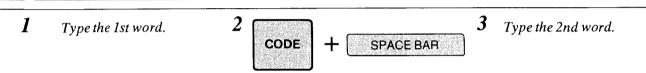
N Permanent Hyphen



If you depress the CODE+HYPHEN (-) keys within the Hot Zone, when the automatic carriage return is activated, the KX-R340 will continue printing without generating an automatic return. This coded hyphen is called a "Permanent Hyphen". It is indicated by the symbol "-" on the Display and will be printed at the same point every time you print this text recalled from memory.

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, depress the "-" key and enter the next character. The hyphen will be printed and the carriage will automatically returns to the left margin of the next line. This hyphen which is used temporarily in the Hot Zone, is called a "Temporary Hyphen". It is indicated by the symbol "—" on the Display. If you change the margin setting, the hyphen will not be printed unless it falls within the Hot Zone.

O Permanent Space



Since your KX-R340 allows you to print with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The KX-R340 allows you to set a "Permanent Space" between characters and will not separate them when printing with varied line lengths.

1 Type the first word.

New **⋖** 5

2 Depress the CODE kcy+SPACE BAB.
The Display will show:

The Display will show:

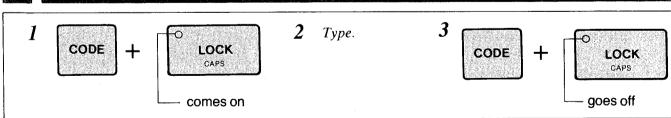
New

3 Type the second word.

New [−] York **◀** 0

When the characters are printed, the KX-R340 will recognize the two words as one and will not separate them.

P Caps Lock



To preset the unit for typing capital letters, lower case numbers, punctuation marks and symbols:

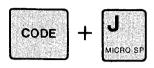
Depress the CODE+LOCK keys.

In this mode the SHIFT key will call for the opposite characters to be entered.

- 1 Depress the CODE+LOCK keys.
 The SHIFT Indicator will come on and the Caps
 Lock mode will be activated.
- 2 Type the text.
- 3 Depress the CODE+LOCK keys again to deactivate the command.

 The SHIFT Indicator will go off and the Caps Lock mode will be deactivated.

Q Micro-Pitch Spacing

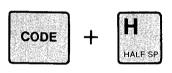


Depressing the CODE+J keys move the carriage by ½60 inch.

You may use this function to "squeeze" characters together.

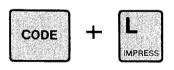
In the "L/L" and "JUST" mode, the symbol "..." will appear on the Display.

R Half Space



Depressing the CODE+H keys reduces the normal carriage spacing by one half.

Typing Impression Control



This controls the impact of the printed characters. Select the impression level that is most suited for your needs.

Depress the CODE+L keys. The Display will show:

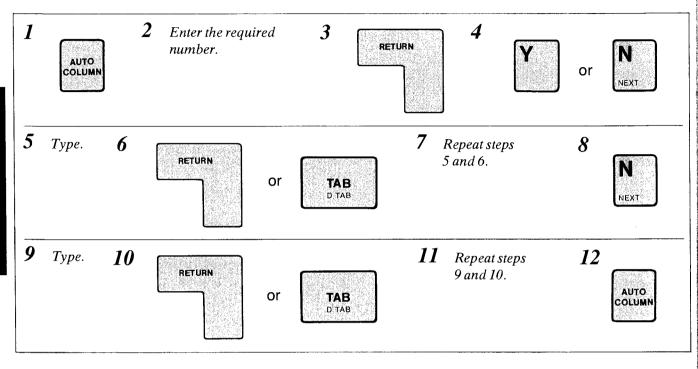
IMPRESSION # (desired Ne.)

Each time these keys are depressed, the typing impression level will change. A typing impression level of 1, 2 or 3 can be selected.

- •"IMPRESSION 1" is softer than "IMPRES-SION 3".
- •At first, try impression "IMPRESSION 1" and if you feel the impression is too soft, try "IMPRESSION 2" or "IMPRESSION 3".

2-2 AUTO COLUMN

This function is used to make a table (ruled form). You can set between 2 and 12 columns and it will automatically center them between the left and right margins.



1 Depress the AUTO COLUMN key. The Display will show:

AUTO COLUMN

After one second, the Display will show:

HOW MANY? 2-12

2 Enter the required number of columns. For example, enter 4. The Display will then show the number of columns and the maximum number of characters per column.

4 COL. [MAX 12]

If you want to cancel the number, depress the **CANCEL** ((\boxtimes)) key and then enter the new number.

3 Depress the RETURN key. First, a line of the designated width will be typed. Next, the Display will show:

HEADING Y/N?

4 Depress the "Y" key to type a heading.

1:

1:

•Depress the "N" key not to type a heading and go to step 9.

Age

5 Type the heading for the first column.

6 Depress the RETURN key or the TAB key. The first column's heading will be printed at the center of the column and the Display will show:

2:

7 Repeat steps 5 and 6. When the RETURN key or the TAB key is depressed after entering the heading of the last column, the Display will show:

HEADING Y/N?

- 8 Depressing the "Y" key will allow you to enter an additional line to each column's heading. Repeat steps 5 and 6 for each column.
 - •Depress the "N" key if you wish to begin entering each column's data. A line equal to the width of the table will be typed beneath the headings, and the Display will show:

INPUT DATA

After one second, the Display will show:

1:

9 Type the data for each column.

1: Twenties

10 Depress the RETURN key or the TAB key. The data for the first column will be printed in the center of the column.

2:

- 11 Repeat steps 9 and 10 and type all of the data.
- 12 Depress the AUTO COLUMN key.

 A line indicating the end of the table will be typed, the Display will show:

END

-	 		· · · · · · · · · · · · · · · · · · ·
Age	N	Smoker	No smoker
	 		
Twenties	1,722	30	70
Thirties	2,012	37.1	62.9
Forties	1,928	35.5	64.5
Fifties	1,646	30.5	. 69.5
	-,-,-		

- Centering is performed in each column. However, if numerical data is typed, a decimal point will take priority.
- The maximum width of one column is equal to 14 characters. Consequently, if there are only a small number of columns, the table will appear at the center of the page without extending to the margins.
- •In each column, a maximum of 12 characters can be printed. The number of characters is 2 characters less than the column width. If this number of characters is exceeded, the buzzer will sound and further input will not be accepted.
- •If the margin is too small to print characters, the buzzer will sound and the Display will show:

CHECK WIDTH!!

Print-out will be prevented. In this case, select the number of columns again or reset the margin width.

- •Accu-Spell can be performed in the Auto Column Mode. Misspelled words will not be printed even if the RETURN key is depressed. If you wish to print the word, depress the RETURN key again.
- •To perform left flush in a column, type the data and then hold the space bar down until the buzzer sounds. When the TAB or RETURN key is depressed the data will be printed left flush.
 - •While performing this function, do not change the pitch of the daisywheel.

MEMOR

3-1 MEMORY

Your KX-R340 has an internal memory of 12,000 characters which can be used to store phrases or texts to be recalled as you wish.

The memory can be accessed in two different ways.

The first is what is referred to as "Phrase Memory", where you have quick access to the memory for storing commonly used phrases, address or paragraphs.

The second method is called "Text Memory", which is used for lengthy documents or projects requiring editing or repetitive printing.

When your KX-R340 has reached the maximum storage capacity of 12,000 characters, the bell will ring every time a key is depressed and the Display will indicate the following;

MEMORY FULL!

At this time, you will be required to delete portions of the memory, which are no longer needed to continue with your current project. Deletion of Memory Contents will be discussed later in this manual.

3-2 PHRASE MEMORY

The KX-R340 will allow you to store up to twenty (20) separate phrases, which can be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc.

Remember, the length of each phrase is limited by the total available memory of your KX-R340.

Phrase Memory will accept;

Bold

Undcrline

Centering

Right Margin Flush

Phrase Memory will not accept;

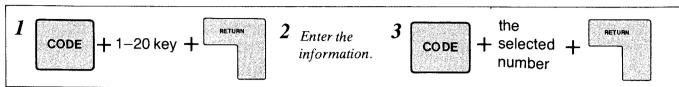
Tah

Decimal Tab

Paragraph Indent

Stop Code

A To Store Information in the Phrase Memory



• The way printing is performed depends on the typing mode:

In the "TPWR" mode;

As you type, the characters are printed on the paper.

In the "L/L" or "JUST" mode;

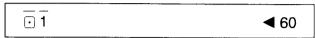
As you type, the characters are shown on the Display and each line will be printed after the RETURN or PRINT key is depressed or an AUTO-MATIC RETURN is performed.

1 Depress the CODE+ 1-20 keys (the desired phrase memory No.). The Display will show:

PHRASE 1

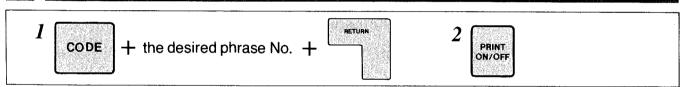
Depress the RETURN key.

The Display will show the phrase number selected:



- 2 Enter the information to be stored. For example, type: "The quick brown fox jumps over the lazy dog."
- 3 Depress the CODE+ 1-20 keys and then RE-TURN key (the number selected in step 1) again to close the phrase block.
- •Repeat the above steps for storing information in other phrase memory block.

To Print from the Phrase Memory



1 Depress the CODE+1-20 keys and then RE-TURN key (desired phrase memory No.). The first 12 characters of the stored phrase will appear on the Display.

☐ The quick br

✓

2 Depress the PRINT key. The Display will show:

TEXT PRINTING

•In the "TPWR" mode:

The stored phrase will be printed continuously until it ends.

•In the "L/L" or "JUST" mode: The stored phrase will be printed continuously as long as each line reaches the right margin. When a line doesn't reach the right margin, the line will not be printed until the PRINT key or

the RETURN key is depressed.

- •Should you want to start printing from any position, other than beginning of the phrase, depress the BACKSPACE or FWD key to move to the first character to be printed and depress the PRINT key.
- The KX-R340 will start printing your phrase from the current carriage position.
- •When you want to print a phrase with Centering or Right Margin Flush, you must insert those codes at the top of the phrase.

C To Stop Printing in the Middle of a Phrase

1 While printing



2 **Y** or

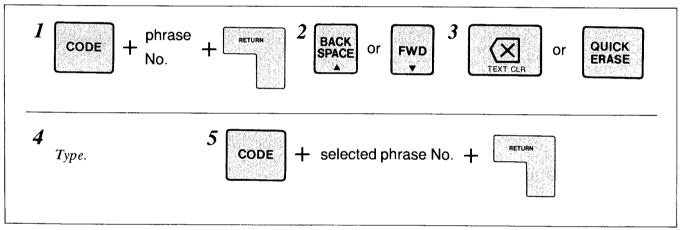


1 Depress the PRINT key to stop printing.
The Display will show:

CONTINUE Y/N?

- 2 To continue printing:
 Depress the "Y" key.
 To exit the printing commund:
 Depress the "N" key.
 - Depressing the CODE+RELOC keys clears the PRINT command and moves the carriage to the beginning of the phrase.

D To Modify a Phrase



Example: Change the word "brown" to "yellow"

1 Depress the CODE+1-20 keys (memory number of a phrase to be modified) and then RETURN key.

The first 12 characters of the recalled phrase will be shown on the Display.

☐ 1The quick br ◀

2 Depress the FWD or RACKSPACE key to position the last character of the word to be deleted to the left of the indicator arrow.

he quick brown ◀

3 Depress the CANCEL ((X)) key or the QUICK ERASE key to delete the word.

_____The quick ◀

4 Type the new word.

quick yellow ◀

- 5 After your corrections have been made: Depress the CODE+1-20 keys (phrase number entered in step 1) to close your modified phrase and then RETURN key.
- If the part to be modified is located toward the end of the phrase, depress the **RELOC** key to position yourself at the end of the phrase.

 To return to the beginning of the phrase, depress the

CODE+RELOC keys.

•When modifying a phrase, additional information will not be printed on the paper.

E To Scroll through Phrase Memory

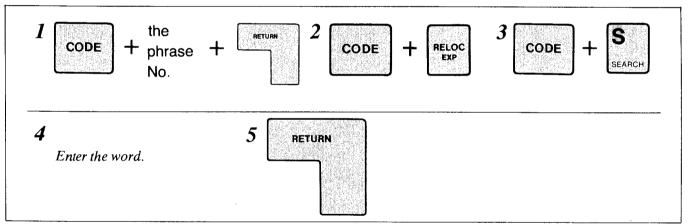


There are several ways of locating characters within a phrase to make additions, deletions or corrections. Two of these ways are called "scrolling".

- •Depressing the CODE+FWD keys allow you to scroll forward through the first few characters of each line.
- •Depressing the CODE+BACKSPACE keys allows you to scroll backward through the first few characters of each line.

You can also use this function to scroll through text memory.

F Direct Search to a Particular Point



1 Depress the CODE+1-20 keys (memory number of a phrase to be searched) and then RETURN key.

Your Display will show the first 12 characters of the phrase.

2 Depress the CODE+RELOC keys to move to the beginning of the phrase.

<u>__</u> <u>1</u> ◀

3 Depress the CODE+S keys. The Display will show:

S-WD=

4 Enter the word(s) (maximum of 10 characters) you are searching for.

(For example, type "dog")

S-WD= dog

5 Depress the RETURN key. On the Display, the last character you entered in the Search Command will be positioned to the left of the indicator arrow "◄".

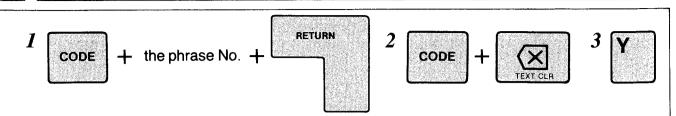
r the lazy dog ◀

•If the word is not found in the phrase, the Display will show:

NOT FOUND!!

•To locate the second position of the entered word within the phrase, depress the CODE+N keys.

G To Clear a Phrase from Memory



1 Depress the CODE+1-20 keys (memory number of a phrase to be cleared) and then RETURN key.

The first 12 characters of the phrase will appear on the Display.

Depress the CODE+CANCEL (⋈) keys. The Display will show:

CLEAR PHR. Y/N?

- **3** Depress the "Y" key for yes.
 - •Depress the "N" key for no.

3-3 TEXT MEMORY

1 TEXT OF E OF IMPRESS

- •The Text Memory allows you to enter documents which would require revisions, repetitive print-out, insertion of variable information or width changes. With this memory you may store documents that are either short or lengthy. Once you begin using the Text Memory, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.
- •You can also enter special functions such as Tab, Decimal Tab and Indent commands as well as Centering, Bold Print and Underlining.
- •You will notice that when entering, modifying or printing a document, the Display on your KX-R340 will ask:

IN/EDIT/LIST?

2 You should depress the "I" key for In, "E" key for Edit, or "L" key for List.

Depress the "I" key when you are;

- •creating the initial text
- •continuing (adding) to the end of a text

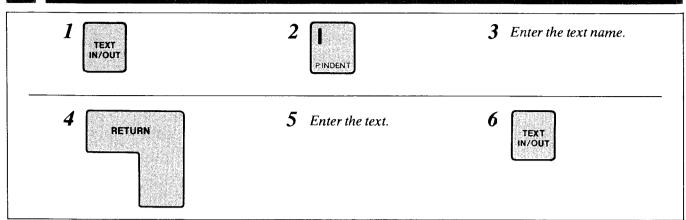
Depress the "E" key when you are;

- •recalling a text for modification
- •recalling a text to print it
- •listing the text names in memory on the Display
- •deleting a text from memory
- •renaming a text

Depress the "L" key when you are;

•requesting a printed list of text names in memory

A To Store Information in the Text Memory



1 Depress the TEXT key.

IN/EDIT/LIST?

2 Since you are entering information into the text memory:

Depress the "I" key.

TEXT=

- 3 Name the text as you wish, but do not exceed ten (10) characters. (For example, "TEST 1")
- 4 Depress the RETURN key.

 The Display will show the symbol "" and the number of characters you have available on the writing line.



- 5 Begin typing your document.
 - "The quick brown fox jumps over the lazy dog."
 - The way the text is printed depends on the typing mode:

In the "TPWR" mode;

As you type, the characters are printed on the paper with an automatic return.

In the "L/L" or "JUST" mode;

As you type, the characters are shown on the Display and each line will be printed after the RETURN, PRINT or TAB key is depressed or an AUTOMATIC RETURN is performed.

- 6 When finished, depress the TEXT key again to store the information and close the text.
 - The carriage will move to the left margin when the text is closed.

When entering text names, all characters will appear in capital letters no matter how you type them.

The minimum storage capacity of 47 bytes is necessary to store a text (file).

To Add to an Existing Text (File) 2 | 3 Enter the text name. 5 | 6 Continue typing. 7 | TEXT IN/OUT

If you are interrupted while entering a text, simply end the document and continue it later.

1 Depress the TEXT key.

IN/EDIT/LIST?

2 Depress the "I" key.

TEXT=

- 3 Enter the text name to be recalled.
- 4 Depress the RETURN key. The Display will show the following message.

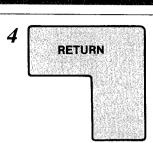
CONT. TEXT Y/N?

- Depress the "Y" key.Depress the "N" key to go back to step 2.
- 6 This positions you at the end of the text. Continue typing as you did while storing.
 - •You cannot scroll backwards through the text at this time, using the BACKSPACE key, etc. You may only continue where you left off.
- 7 Depress the TEXT key again to store the added information and close the text.

To Print a Text from Memory



? Enter the text name.





SEARCH

5 PRINT

6 Printing

7 Display shows the last part of text.

8



You have entered your document into memory and now want to print it.

Depress the TEXT key.

IN/EDIT/LIST?

Depress the "E" key.

TEXT=

- Enter the name of the text to be printed.
 - •If you don't remember the text name, depress the FWD key, the first text stored in memory will be recalled and the Display will show its

Depress the FWD key to display the next text, or the BACKSPACE key to display the previous one.

Depress the RETURN key.

MAR CURR/STOR?

If the margin format you want to use is;

- •the current format, depress the "C" key. The text will be opened and the unit will start printing from the point where the carriage is located.
- •the format used when the text was stored last, depress the "S" key. The text will be opened, the carriage will move to the left margin and the unit will start printing.

The Display will show the symbol " T " and the text name, followed by the symbol (H) indicating you are at the beginning of the text.



TEST 1 ⊞ ◀



• In case the text name is not stored in memory, the Display will show the following message for about one second:

NOT FOUND!!

- •Go back to the step 1.
- Depress the PRINT key.
- Your KX-R340 will begin printing the document and the Display will show the following:

TEXT PRINTING

- When printing has finished, the Display will show the last part of the text.
 - •If you want to print more than one original, depress the PRINT key again. The KX-R340 will start printing from the current carriage position.
- Depress the TEXT key to close the text.

D To Stop Printing in the Middle of a Text

1 During printing



2 N

or Y

1 Depress the PRINT key during printing.

CONTINUE Y/N?

2 If you wunt to exit the printing mode:
Depress the "N" key or any other key.
If you want to continue printing the text:
Depress the "Y" key.
Your KX-R340 will resume printing from the point on the line where it stopped.

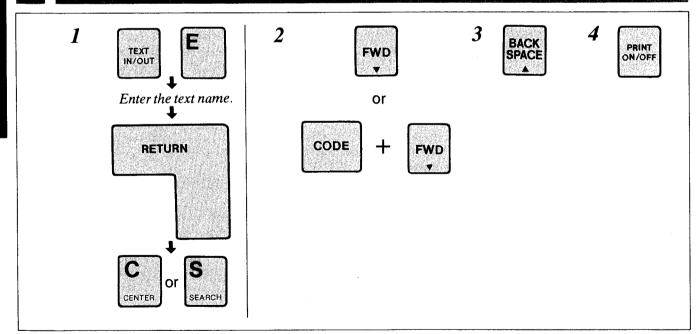
•If you want to reprint from the beginning of the

Depress the CODE+RELOC keys to return to the beginning of the text.

Depress the PRINT key.

Your KX-R340 will start printing from the beginning of the text.

E To Print from a Particular Point



- 1 Perform the steps 1-4 of "To Print a Text from Memory" on p. 39 to recall the text.
- 2 Depress the FWD key or the CODE+FWD keys to locate the desired starting point. Refer to "To Seroll through Phrase Memory" on p. 35.
- 3 Depress the BACKSPACE key until the first character to be printed disappears behind the indicator arrow (◄).
- 4 Depress the PRINT key to start printing.
- The Word Search function (see p. 35) will help you to locate the desired word(s) easily.

F To Modify a Text (File)

2 E 3 Enter the text name. 4 RETURN

C C CENTER OF S
SEARCH

5 FWD OF BACK SPACE

TEXT IN/OUT

TEXT IN/OUT

TEXT IN/OUT

1 Depress the **TEXT** key.

IN/EDIT/LIST?

2 Depress the "E" key.

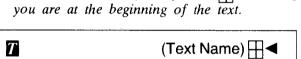
TEXT=

- 3 Enter the name of the text to be modified.
- 4 Depress the RETURN key.

MAR CURR/STOR?

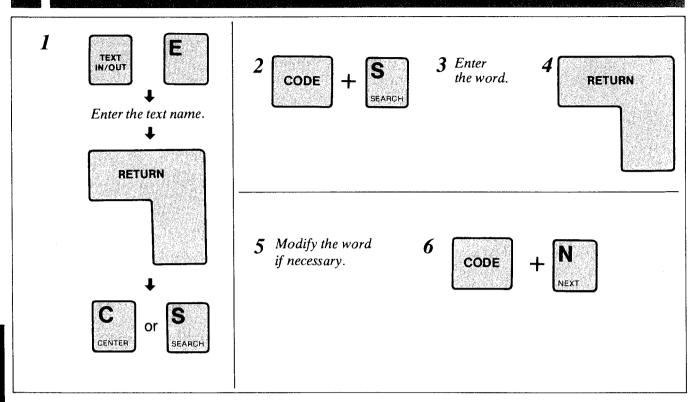
- •If you wish to use the current margin settings (format), depress the "C" key. The text will be opened and the unit will start printing from the present carriage position.
- •To use the same format as when the text was stored (if different from the current format), depress the "S" key. The text will be opened, the carriage will move to the left margin and the unit will start printing.

The Display will show the symbol "" and the text name followed by the symbol (H) indicating you are at the beginning of the text.



- 5 Depress the FWD key or the BACKSPACE key to position the last character of the word or phrase to be deleted to the left of the indicator arrow.
- 6 Depress the CANCEL (⟨X) key to delete the characters and type new characters.
- 7 Depress the TEXT key again to store the modified information and close the text.

G Word Search



As you have done in the Phrase Memory, you can locate the word to be corrected directly within a text.

- Perform the steps 1-4 of "To Modify a Text (File)" on p. 41 to recall the text from memory.
- 2 Depress the CODE+S keys.

S-WD=

- 3 Enter the word or words (maximum of 10 characters) you are searching for.
 - Searching for particular characters.
 - ◆ To search for a return mark, depress the CODE+RETURN keys.
 - ◆ To search for a start mark of the BOLD or UNDERLINE function, depress the CODE+B keys for BOLD or CODE+U keys for UNDERLINE.
 - To search for an end mark of the BOLD or UNDERLINE function, depress the CODE+B keys twice for BOLD or CODE+U keys twice for UNDERLINE.
- 4 Depress the RETURN key.

 The Display will show the word(s) you entered in the Search Command just left of the indicator arrow (◄).

•When the entered word is not included in the text, the Display will show:

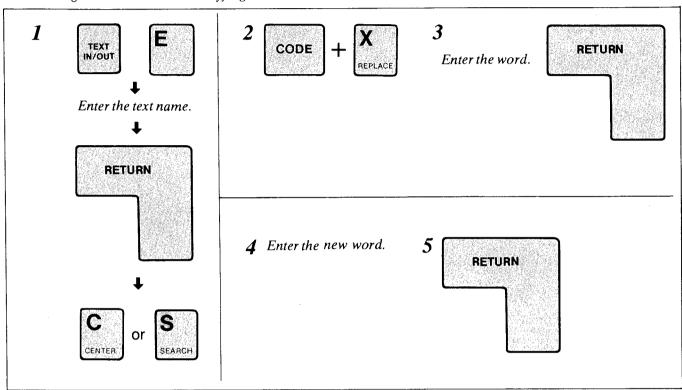
NOT FOUND!!

- Depress the BACKSPACE key or the FWD key to move to the desired position, and depress the CANCEL ($\langle x \rangle$) key to modify.
- To locate the second occurrence of the entered word within the text, depress the CODE+N keys.

H Word Replace

There may be times when certain words (such as titles or names) appear very often in a document, and need to be changed. Rather than modifying each one

separately, the KX-R340 can perform a "global search" and replace of the words where ever they appear in the text.



- Perform the steps 1-4 of "To Modify a Text (File)" on p. 41 to recall the text.
- 2 Depress the CODE+X keys.

C-WD=

3 Enter the word you want to replace (maximum 10 characters).

Depress the RETURN key.

R-WD=

If the word entered is not in the text, the Display will show the following for about one second and deactivate the Word Replace command.

NOT FOUND !!

Only the word or words, with the following symbols in front of and behind, can be searched for.

- ◆SPACE, CODE+H, CODE+SPACE, CODE+J
- ●UNDER BAR
- $\bullet TAB$
- •DEC TAB

- •BOLD, UNDERLINE MARK
- •INDENT
- CENTERING
- RIGHT MARGIN FLUSH
- CODE+RETURN
- •STOP CODE
- •BLOCK MARK (||)
- 4 Enter the word or words you want to insert (maximum 10 characters).
- 5 Depress the RETURN key. The Display will show.

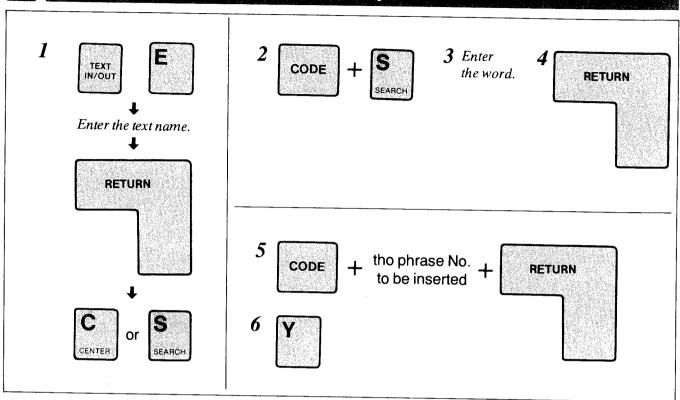
CHANGING

The Display will show the last position in the text where your change has been made.

The changes have been made throughout the text.

- ●To enter the start code for the BOLD or UNDER-LINE function, depress the CODE+B or the CODE+U keys respectively.
- •To enter the end code for the BOLD or UNDER-LINE function, depress the CODE+B keys twice or the CODE+U keys twice respectively.

I To Insert a Phrase into Text Memory



Your KX-R340 allows you to recall phrases stored in the Phrase Memory and insert them into the Text Memory.

- Recall your text.
 [Refer to the steps 1-4 of "To Modify a Text (File)" on p. 41.]
- 2 Depress the CODE+S keys.

3 Enter the word preceding the point at which the phrase is to be inserted.

- 4 Depress the RETURN key.

 The Display will show the word(s) entered in the Search Command just left of the indicator arrow (◄).
- 5 Depress the CODE+1-20 keys (the phrase No. to be inserted) and then RETURN key.
 The Display will show:

COPY PHR. Y/N?

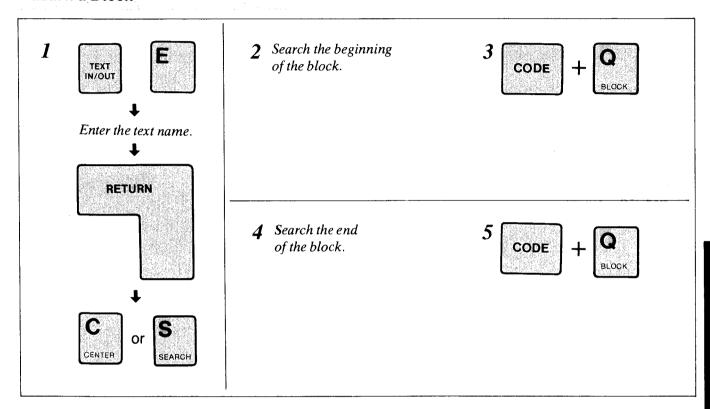
- 6 Depress the "Y" key if you want it copied into the text.
 - •If you do not want it copied into the text, depress the "N" key.

J Block Move, Copy and Delete

When the need to move, copy or delete a sentence or a paragraph arises, the KX-R340 can do it simply and

automatically.

Mark a Block



- Recall your text.

 [Refer to the steps 1-4 of "To Modify a Text (File)" on p. 41]

 The Display shows you are at the beginning of the text.
- 2 Depress the FWD key, the CODE+FWD keys, the CODE+S keys, the BACKSPACE key or the CODE+BACKSPACE keys to move the first character of the block to be moved, copied or deleted until it disappears behind the indicator arrow (◄).
- 3 Depress the CODE+Q keys. The Display will show a rectangular ([]) symbol just left of the indicator arrow, which indicates the "beginning of a move, copy or delete command".

T	x jumps	over	□ ◀
---	---------	------	-----

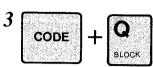
- 4 Depress the FWD key, the CODE+FWD keys, the CODE+S keys, the BACKSPACE key or the CODE+BACKSPACE keys to position the last character of the block to be moved, copied, or deleted to the left of the indicator arrow.
- 5 Depress the CODE+Q keys again. A second rectangle will appear on the Display indicating "end of move, copy or delete command" ([]).

7	the	lazy	dog	
---	-----	------	-----	--

To MOVE the information block

1 Mark the block.

2 Locate the new position.



4 M

- 1 Perform the steps 1-5 of "Mark a Block" on p. 45 to locate the information block to be moved.
- Move to the position where you want to insert the information block which you have just marked, using the FWD key, BACKSPACE key or CODE+BACKSPACE or CODE+FWD keys.

The lazy dog □. ◀

3 Depress the CODE+Q keys.

MOVE/COPY/DEL?

4 Depress the "M" key to delete the words inside the ∏ marks and move them to the new position.

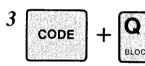
the lazy dog

✓

To COPY the information block

1 Mark the block.

2 Locate the position.





- 1 Perform the steps 1-5 of "Mark a Block" on p. 45 to locate the information block to be copied.
- 2 Move to the position where you want to copy the information block.

 (Refer to the step 2 of "To MOVE the information block" on this page.)

3 Depress the CODE+Q keys.

MOVE/COPY/DEL?

4 Depress the "C" keys to copy the information block at the new position.

To DELETE the information block

1 Mark the block.



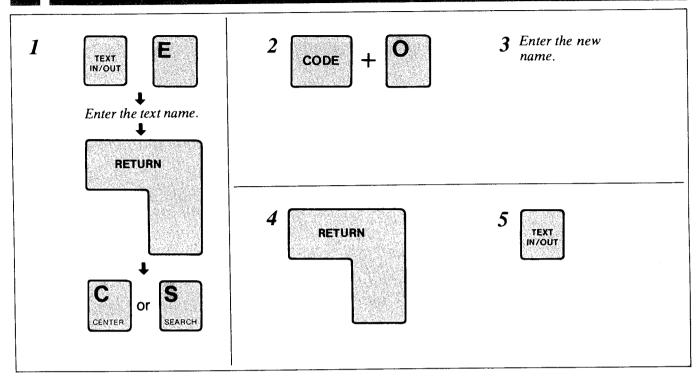


- Perform the 1-5 steps of "Mark a Block" on p. 45 to mark the information block to be deleted.
- 2 Depress the CODE+Q keys. The Display will show:

Depress the "D" key to delete the information block.

MOVE/COPY/DEL?

K To Rename a Text



- Recall your text.
 [Refer to the steps 1-4 of "To Modify a Text (File)" on p. 41.]
 The Display will indicate the beginning of the text.
- 2 Depress the CODE+0 keys.

3 Enter the new name.

4 Depress the RETURN key.

If the name you just entered is already being used, the Display will show:

ALREADY EXISTS

- 5 Depress the TEXT key to close the text.
- •Your text is now renamed. In the future, the new text name should be used because the original is no longer in memory.

L To List Texts on the Display

TEXT IN/OUT

2 🖪

FWD or

BACK SPACE

4

TEXT IN/OUT

There may be times when you need to know the names of the texts which are stored in memory. To display each text name successively:

 $m{1}$ Depress the $m{TEXT}$ key.

IN/EDIT/LIST?

2 Depress the "E" key.

TEXT=

- 3 If you don't remember the text name, depress the FWD key.
 Your Display will show the name of the first text which you have in memory.
- Continue depressing the FWD key to scroll forward through the remaining text names.

- Depress the BACKSPACE key to scroll backward through then text names.
- •When you have reached the last text in memory, your KX-R340 will beep to indicate "End of Memory".
- To select a text to edit or print, depress the RETURN key when the correct text name is displayed.
- 4 Depress the TEXT key to exit the text listing command.

To Print the Text Listing

1 TEXT

2 L

1 Depress the TEXT key.

IN/EDIT/LIST?

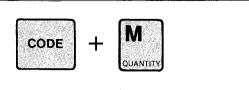
2 Depress the "L" key.

The names of the texts in memory will be printed on the paper.

PRINTING

•The amount of available memory will also be printed.

N Memory Left

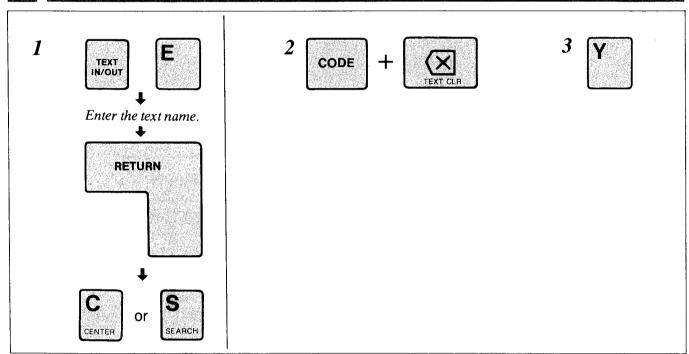


Occasionally you will want to know how much memory is available before entering a new text. To find out; Depress the CODE+M keys.

The Display will show the following for about one second.

(# chr. available) CHR. LEFT

O To Clear a Text from Memory



When you no longer need a particular text, or need the space to enter a new text, you can delete an old text from memory as follows:

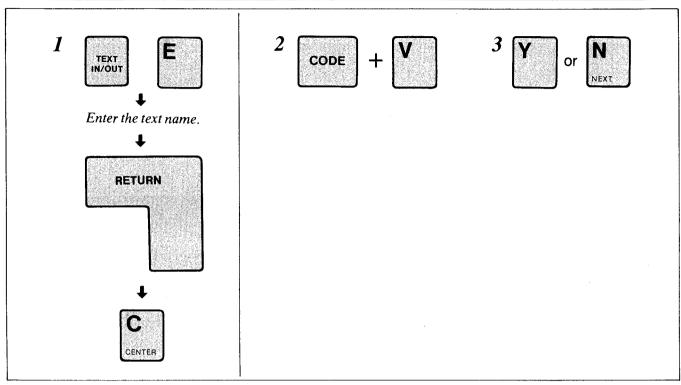
1 Recall your text. [Refer to the steps 1-4 of "To Modify a Text (File)" on p. 41.]

Depress the CODE+CANCEL (\boxtimes) keys.

CLEAR TEXT Y/N?

- 3 Depress the "Y" key to delete the text from memory.
 - •If you want to exit from this mode without deleting the text, depress the "N" key.

P To Change the Margin Format in the Text



The KX-R340 allows you to change the margin format in the text memory to the current margin format.

Recall your text. [Refer to the steps 1-4 of "To Modify a Text (File)" on p. 41.]

Depress the "C" key to choose the current margin format.

2 Depress the CODE+V keys.

CHG FORM Y/N?

3 Depress the "Y" key to store the current margin format in the text.

Depress the "N" key, if you do not want to change the format.

3-4 APPLICATION

A Stop Code

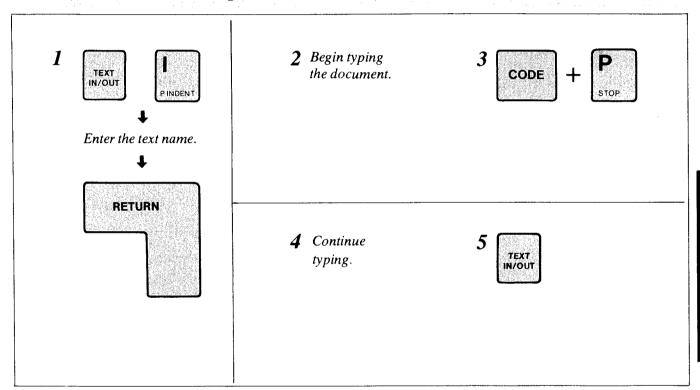
You may have to type a letter and send it to several different people. Each letter must be personalized and have specific but different information inserted into the body of the text. These different bits of information are referred to as "variables".

Your KX-R340 will allow you to enter a text and

instruct it to stop printing at a particular point so that you may insert the variable within the body of the letter.

This code "to stop printing and insert variables" is called a **Stop Code**.

To Store a Text with Stop Codes



- 1 Perform the steps 1-4 of "To Store Information in the Text Memory" on p. 37.
- **2** Begin typing the document.
- When you are at the position within the text where you want to insert variable information: Depress the CODE+P keys.

STOP CODE SET

4 Continue typing.

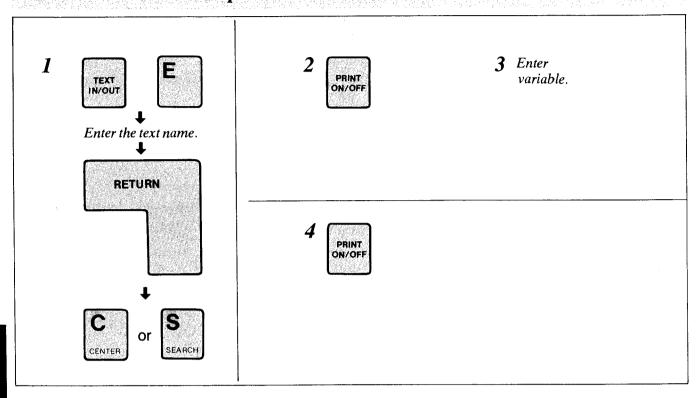
When your Typing Mode selector is set to the "L/L" or "JUST", the symbol "S" appears on the Display at the position where the stop codes will be inserted.

(See the example below.)

7 yellow S jump **4**25

- Continue entering the stop codes following the above procedure for all locations where the variables will be inserted.
- 5 When you have completed entering the text, depress the TEXT key again to store the stop codes and close your text.

To Print a Text with Stop Codes



- Perform steps 1-4 of "To Modify a Text (File)" on p. 41 to recall the text.

 The Display will indicate that you are at the beginning of the text.
- 2 Depress the **PRINT** key to print to the point where the first stop code was set. The Display will show:

STOP CODE

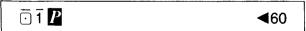
- •In the "L/L" or "JUST" mode, this message will be displayed for about one second, then the symbol "S" appears on the Display at the position where the stop code was set.
- 3 Enter your variable which will be inserted in the first position by typing it or recalling it from the Phrase Memory. (CODE+1-20+RETURN key)
- 4 Depress the PRINT key to resume printing.
- •Continue inserting the variables until you have completed the text.

B To Store Information with No Print

The KX-R340 allows you to store phrases and texts with the NO PRINT feature. By using this feature you can store information without printing them on the paper.

When storing in the phrase memory:

- Perform step 1 of "To Store Information in the Phrase Memory" on p. 33.
- Depress the PRINT key or the CODE+PRINT keys. The Display will show:



● Perform steps 2–3 of "To Store Information in the Phrase Memory" on p. 33.

When storing in the text memory:

- Perform steps 1–4 of "To Store Information in the Text Memory" on p. 37.
- Depress the **PRINT** key or the **CODE+PRINT** keys. The Display will show:



●Perform steps 5–6 of "To Store Information in the Text Memory" on p. 37.

When you use the **PRINT** key, the carriage will move corresponding to the Typing Mode Selector. When you use the **CODE+PRINT** keys, the carriage will not move.

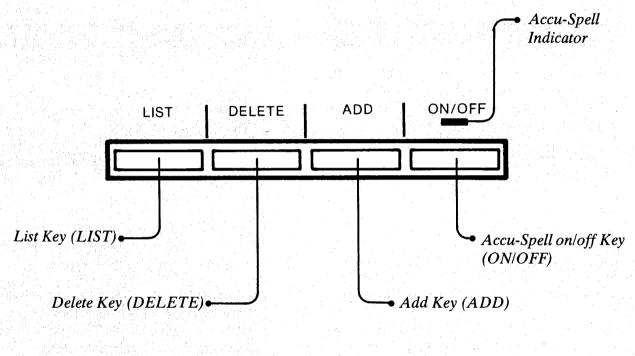
4-1 ACCU-SPELLTM (Spell Verifying Feature)

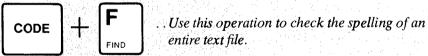
When you misspell a word, Accu-Spell informs you by means of an indication on the Display and a buzzer. The words that you type are checked by the basic dictionary and the user's dictionary. The basic dictionary contains about 86000 words. The user's dictionary is a supplement to the basic dictionary, you can enter about 120 words that you find are not

contained in the basic dictionary. The words that you enter in the user's dictionary can be deleted and changed, or a list of the user's dictionary contents can be printed or displayed.

• Accu-SpellTM is a trademark of the Spell Verify Function in the U.S.A.

• The following keys are used as Accu-Spell Function keys.





A Turning Accu-Spell ON/

ON/OFF

When you depress the Accu-Spcll ON/OFF key, the indicator will light and Accu-Spell will be activated. Depress the ON/OFF key again to deactivate Accu-Spell.

Accu-Spell operates when you make an input from your keyboard.

It does not work during Text Printing.

B

Accu-Spell Operation

- While Accu-Spell is activated, enter the words as usual.
- When you end a word (by depressing the SPACE BAR or RETURN key, etc.), it will be checked.
 - •If the word is not contained in either the basic dictionary or the user's dictionary, the typewriter will judge it to be a misspelled word, the bazzer will sound, and the word will flash on the Display.
 - •If the word is found in either the basic dictionary or the user's dictionary, the buzzer will not sound and the Display will remain unchanged.
 - •If the RETURN key is depressed immediately after typing a misspelled word, the buzzer will sound but the word will not flash on the Display. (Except text edit mode)
- 3 Correct the misspelled word.
 The corrected word will also be checked.

Word Endings

Accu-Spell checks a word when it has been completed.

The typewriter judges that a word has been completed when you perform one of the following operations:

- •when you depress the SPACE BAR after a word
- •when you depress the RETURN key
- •when you depress a function key to move the carriage (TAB, SPACE BAR, etc.)
- •when you perform Right Margin Flush or centering

When you enter a character after entering a hyphen at the end of a line, the automatic return is performed and the word will be connected to the beginning of the next line, and will be spell verified as a single word.

When a word includes Paragraph Indent, the typewriter will not judge that the word has been completed. Accu-Spell checks spelling according to the following rules.

- •Numbers and symbols are also treated as part of a word. For example, "etc" is treated as a mistake while "etc." is judged correct.
- •Symbols before and after a word such as " (quotation marks) and? (question mark) are first removed from the word before it is spell verified. For example, "Great!!" is judged correct, but "Gleat!!" is judged incorrect.
- •Some punctuation errors are detected. For example, "word:)" is judged as an error and the buzzer will sound.
- Some errors of apostrophe are detected. For example, "now's" and "at's" will be judged incorrect.
- •A word consisting of several words joined by hyphens, such as "mother-in-law", is spell verified as a single compound word.
- •Accu-Spell takes into account the difference between capital letters and small letters. If you type "check, Check, CHECK", all of these words will be judged correct. This is because when a word is at the beginning of a sentence, it starts with a capital letter, while if it is part of a title it consists entirely of capital letters. If, however, you type "CHeck", it will be judged incorrect.
- In the case of words which always begin with a capital letter, such as America, both "America" and "AMERICA" will be judged correct, however "america" will be judged incorrect.

Sometimes the buzzer will sound even if you type a correct word, because the word is not in the basic dictionary.

If you only use the word occasionally, you can ignore the buzzer and continue typing. If you use the word fairly frequently, it is a good idea to register it in the user's dictionary.

C How to Verify the Spelling of an Entire File

- While Accu-Spell is activated, depress the TEXT IN/OUT key, enter the text name or the phrase number (1–20) to be verified, and depress the RETURN key.
- 2 Move to the desired position to start the check.
- $oldsymbol{3}$ Depress the $oldsymbol{\mathit{CODE}}$ + $oldsymbol{\mathit{F}}$ keys.
- 4 Each word in the text will be verified from the indicator arrow position sequentially to the end of the text.

The Display will show:

VERIFYING

- 5 If a word that is not in the dictionary is found, spell verification will be interrupted, the buzzer will sound, and the word will appear as a flashing indication on the Display.
- 6 Correct the misspelled word.
- 7 To continue spell verification depress the CODE+F keys.
- 8 If no misspelled words are found in any part of the text or the phrases, the following message will appear on the Display, and the indicator arrow position remains unchanged.

VERIFIED

D How to Add Words to the User's Dictionary

- I Enter the word to be registered.
- 2 Depress the ADD key.
- The word will be registered in the user's dictionary.
 The Display will show:

ADDED

- •You can register a word by depressing the ADD key immediately after the check.
- •You can also register a word by first moving the carriage to the desired word and then depress the ADD key.
- You can also register words which include numbers and symbols.

 Provided the state of the symbols in the symbols in the symbols in the symbols.

But at least two alphabet characters should be included for registration. The Display will show:

NOT ACCEPTED

•If there is no room in the user's dictionary memory to register the word, the buzzer will sound. The Display will show:

DICT FULL!

In this case, you must first delete a word or words already registered in order to register the new word.

•If the word which you want to register is already registered in the basic dictionary or user's dictionary, the Display will show:

ALREADY EXISTS

•You can add the word maximum 30 characters. If you attempt to add a word of more than 31 characters, the Display will show:

WORD TOO LONG

How to Delete Words from the User's Dictionary

- $m{I}$ Enter the word to be deleted.
- 2 Depress the **DELETE** key.
- 3 The word will be deleted from the user's dictionary. The Display will show:

DELETED

- •You can delete a word by depressing the **DELETE** key immediately after the check.
- •You can delete a word by first moving the carriage to perform a check, then immediately after the check, depress the **DELETE** key.
- •If the word which you want to delete from the basic dictionary or the user's dictionary can not be found, the Display will show:

NOT FOUND!!

• If you try to delete a word from the basic dictionary, the Display will show:

CAN NOT DELETE

•While displaying a list of the registered words, you can delete a displayed word by depressing the **DELETE** key.

F How to List the Words in the User's Dictionary

How to Display the Contents of the User's Dictionary

- 1 Depress the LIST key. The first word in the user's dictionary will appear on the Display.
- 2 Each time you depress the FWD key or the BACK SPACE key, the next or the previous word will be displayed in alphabetical order.
 - You can see the contents of the user's dictionary from any point only by entering the capital letter you want to display from.
 - •By depressing the **DELETE** key, the word displayed will be deleted.
- After the last word in the user's dictionary has been displayed, the Display will show:

LIST MODE END

How to Print the Contents of the User's Dictionary

- 1 Depress the PRINT ON/OFF key, printing will start from the current word.
- 2 If you want to stop printing, depress the PRINT ON/OFF key. After the present line has been printed, printing will temporarily stop.
- 3 By depressing the **PRINT ON/OFF** key once again, printing will start.
- 4 After the last word in the user's dictionary has been printed, the Display will show:

LIST MODE END

How to Exit the List Mode (Printing/Display)

- While in the List Mode, depress the Accu-Spell ON/OFF key.
- Accu-Spell will be deactivated and the Accu-Spell Indicator will go out.
- 3 By depressing the Accu-Spell ON/OFF key once again, Accu-Spell will be reactivated.

5-1 LIST OF CODE KEY FUNCTIONS

	1	<u> </u>	
COOE	+	Auro	mode
CODE	+	B	sets/releases BOLD print
CODE]+	C	ccnters information
CODE	+	FINO	finds mistype (at edit mode)
CODE	+	H HALF SP	
CODE	+	P INDENT	sets/releases Paragraph Indent
CODE	+	J MICRO SP	
CODE	+	L	controls the impact of the printed characters
CODE	+	M	quantity
CODE	_]+	N HEXT	locates next position of the word being searched
CODE]+	0	renames texts
CODE	_]+	P	sets the Stop Code in a text
CODE	+	Q succe	moves, copies and deletes information block in a text
CODE]+	R	prints information with the last character on each line aligned at the right margin
CODE	+	SEARCH	searches words in a phrase or a text
CODE	_]+	U <u>u</u>	
CODE	+	٧	stores Margin Format and changes Margin Format in a text
CODE	_ +	X	replaces words in a phrase or a text
CODE	+	1-2	0+recalls/stores phrase memory
CODE	+	BACK	scrolls backward through the first characters of each line in a phrase or a text
CODE	+	FWI	scrolls forward through the first characters of each line in a phrase or a text
CODE	+	- (
CODI	+	- - -	sets Permanent Hyphen
СОВ		- [Space Barsets Permanent Space
COD	E +	- T .	AB
COD	+	TAE	Bclears all tabs
COD	€] +	+ -	searches the return mark while executing the word search command or the word replace command
СОВ	E]-	+ [°	presets the unit for typing capital letters, lower case numbers, punctuation marks and symbols
СОВ	E .	+ PRIM	stores information without printing or carriage movement
COD	E] -	RELE	

APPENDIX

5-2 LIST OF DISPLAY MESSAGES

Message	M	ess	age
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Description

Message	Description
ADDED	You can register the word into the user's dictionary.
	The entered word has already been registered in the user's dictionary.
	The entered text name has already been stored in the memory.
AUTO COLUMN	You can perform the Auto Column function.
BOLD	Bold print is in operation.
	Both bold and underline modes are in operation.
	You can not delete the word. Because the entered word has already
	been registered in the basic dictionary.
CHANGING	•
	Something is wrong with the printer. Check the typewriter.
	The margin is too small. Check the margin width.
CHG FORM Y/N?	Do you want to change the margin format stored in the text?
	The numeric value represents the number of characters left in memory.
	Do you want to clear this phrase from memory?
	Do you want to clear this text from memory?
CODE	
	Indicate the number of columns and the maximum number of
	characters.
CONT.TEXT Y/N?	Do you want to continue typing in the text?
	Do you want to continue printing?
	Do you want to add this phrase to the body of a text?
	Enter the word or words you want to replace.
	You can delete the word from in the user's dictionary.
	There are no words in the user's dictionary.
	There is no memory in the user's dictionary.
END	
	Do you want to enter the heading or data?
HOW MANY? 2-12	-
IMPRESSION # (desired No.)	·
· · · · · · · · · · · · · · · · · · ·	Do you want to enter a text; recall a text; or print a list of texts in memor
INPUT DATA	*
LID OPEN	
	•
LIST MODE END	•
WAR CORR/STOR?	Which margin format do you want to use, the current one or the one
MEMORY FULL	you used when storing?
	Entire memory capacity has been used.
	Do you want to move the block?; copy the block?; delete the block?
	Enter the new name for a stored text.
NOT ACCEPTED	
NOT FOUND!!	The required word is not within this phrase or text, or the text not in the
	memory. The entered word does not exist in the user's dictionary.
	The selected phrase number is entering.
PRINTING	
R-WD=	Enter the word or words you want to insert.

STOP CODE	Insert variable information here and depress the PRINT key to continue text.
STOP CODE SET	Stop printing command for variable entry.
S-WD=	Enter the information you want to search for.
TEXT=	Enter the name of the text.
	The KX-R340 is printing from text or phrase memory.
TOO MANY TAB!	You have tried to enter more than the maximum number of tab stops.
TOP OF LIST	This position is top of list.
UNDERLINE	Underline mode is in operation.
VERIFIED	Verifying is completed.
VERIFYING	The machine is verifying.
WEAK BATTERY!	The battery needs recharging.
WORD TOO LONG	The entered word is too long (greater than 30 characters).

5-3 OTHERS

A Troubleshooting

• Check the points below before returning your typewriter for service.

Symptom	Cause	Remedy/check
	The plug for the Ni-Cd Battery Pack is not correctly connected.	Correctly connect the plug for the Ni-Cd Battery Pack.
No operation; even when	The POWER switch is turned "off" or Power Cord is unplugged.	Turn the POWER switch "ON". Plug in the Power Cord.
keys are depressed, nothing appears on the Display.	The LCD Contrast Adjuster is set to low contrast.	Adjust the setting of the LCD Contrast Adjuster.
	The battery has run down after a very short period of use, even though it was correctly charged.	Replace the battery pack with a new one. (optional)
77	Flashing Display (battery has worn out).	Recharge the battery.
Unit does not print correctly, or printing is blurred.	Paper Release Lever is in Release position.	Push lever to Lock position.
	End of Ribbon Cassette or Correction Tape.	Replace with new Ribbon Cassette or Correction Tape.
No deletion even with the CANCEL (∑) key; blurred characters.	Correction Tape is not installed, or installed incorrectly.	Install Correction Tape.
Buzzer sounds during typing and typing is		Depress the RETURN key and move carriage to next line.
disabled (keys do not function).	Carriage at right margin.	Depress the MAR REL key and continue printing on same line.
	Text Memory is full.	Re-edit the data or cancel the Text Memory Mode.

B Product Service

Should your Panasonic product ever require service, consult your authorized Panasonic dealer for detailed instructions.

APPENDIX

5-4 OPTIONAL ACCESSORIES

• Replacement parts and accessories are available through your local authorized parts distributor.

Part No.	Description	Comment
	Daisywheel Printing Element	
<i>KX-R10</i>	COURIER 10	1 unit
KX-R11	PRESTIGE PICA 10	1 unit
KX-R12	PRESTIGE ELITE 12	1 unit
KX-R13	SCRIPT 10/12	1 unit
KX-R14	GOTHIC 15	1 unit
KX-R20	Correctable Film-Ribbon Cassette	1 unit
KX-R21	Fabric Ribbon Cassette	1 unit
KX-R30	Lift-off Correction Tape	2 units
KX-R31	Cover-up Correction Tape	2 units
KX-R40	Ni-Cd Rechargeable Battery Pack	1 unit

5-5 SPECIFICATIONS

Print Element: Daisywheel; 96 characters

 Print Speed:
 12 cps

 Print Pitch:
 10, 12, 15

 Line Spacing:
 1, 1½, 2

 Paper Width:
 12"

 Writing Line:
 10"

Ribbon: Correctable Carbon Ribbon

Fabric Ribbon (Optional)

Correction Tape: Lift-off Tape

Cover-up Tape (Optional)

Operating Modes: TPWR, L/L, JUST
Memory Life: Min. 5 years

Correction Memory: 1 line

Phrase/Text Memory: 12,000 Character
Built-in dictionary: 86,000 words
User dictionary: 120 words

Display Type: Liquid Crystal Display with contrast adjuster

Display size: 14 chr. +counter

Power Requirements: Refer to the nameplate on the bottom of the unit.

DC (Ni-Cd, Optional)

Power Consumption: 35 W (Approx. 3 W: When the power switch is turned off)

Operating Temperature: $41^{\circ}F(5^{\circ}C)$ to $95^{\circ}F(35^{\circ}C)$

Operating Humidity: 20 to 80% RH

Storage Temperature: $-4^{\circ}F(-20^{\circ}C)$ to $140^{\circ}F(60^{\circ}C)$ Dimensions: $16^{13}/16''(W) \times 14^{3}/4''(D) \times 4^{3}/8''(H)$

 $(427 \times 375 \times 112 \text{ mm})$

Weight: $(42)^{3/3} \times 112$ mu $12^{3/4}$ lbs. (5.8 kg)

MEMO

MEMO

Matsushita Eleetric Industrial Co., Ltd. Central P.O. Box 288, Osaka 530-91, Japan